

2021 SFSP Round Table Discussion for SFA Sponsors



Working Together for Student Success

Introduction

Today's session is designed for similar SFSP sponsors to share:

- additional information not included in the online training
- and best practices when operating SFSP

SFSP regulations require that operational preference is given to the School Food Authority sponsors. Local organizations should work together to offer the best possible coverage of the community.

Keep in mind, children can only have access to two SFSP meals in one day.

USDA Waivers

USDA extended the use of SFSP and SSO waivers for the entire summer season

- **End date for most SFSP waivers is September 30**
 - Flexibility was intended for use during traditional summer season
 - SFSP Site end dates should be the last day of summer break
- **USDA waivers for the 2021-2022 school year have been released**
 - IN SFAs will start their school year operating SSO or regular NSLP
 - Waivers are posted on IDOE website and in the April 21 newsletter
 - Additional IDOE guidance and start of school year toolkit is forthcoming
 - How new waivers will be applied during the school year will be discussed at a later date.
 - **Today's training and discussion focuses on SFSP!**

Waivers

Meal Pattern Exceptions- Expires June 30, 2021

With prior approval from your assigned IDOE SFSP Field Specialist, sponsors unable to meet meal pattern requirements due to a disruption in food supply can be reimbursed for meals served.

- All components must still be offered.
- Prior approval is required.
- Granted only for extenuating circumstances/disruption in food supply.
- Not available for use in SFSP after June 30!

Waivers

Non-Congregate Meal Service- September 30, 2021

Meals may be taken off-site to be consumed elsewhere. Allows sponsors to distribute up to 5* meals at one time.

- **Must have written integrity plan in place**
- **Bulk packaging is allowed, must provide menu**
- **Hot and cold meals are allowable**
- **Packaging must include labels that meals are for children**
- **Heating/storage instructions are required**

***With prior field staff approval and a detailed integrity plan, up to 7 meals could be distributed**

Waivers

First Week Monitoring Visit- September 30, 2021

Sponsors can defer first week on-site monitoring visits until safe to do so.

- Monitoring Review (within first 4 weeks) is still required
- Sites with no operational changes from the current school year do not have to be monitored again
- Racial Ethnic Data Form must be completed based on participation

Waivers

Parent/Guardian Meal Pick-up- Expires September 30, 2021

Meals may be served to parents/guardians for pick-up without a child present.

Sponsors must ensure meals are distributed only to adults with known children in the household. To maintain program integrity, Sponsors must have a written process to follow regarding meal distribution. Your field specialist may request this information during a review.

- **Must have a written integrity plan- especially important for summer 2021!**
- **Sponsors can opt to require children to be present**

Waivers

Area Eligibility- September 30, 2021

Sites that are not traditionally area eligible may potentially be approved to operate open sites.

- **Sites that do not traditionally qualify for SFSP can continue to operate through the planned summer break**
- **Sponsors should strive to provide access to all community children when possible, not just limited closed enrolled groups**

Waivers

Offer versus Serve Waiver - Expires September 30, 2021

With approval from IDOE, sponsors may utilize OVS at non-congregate meal service sites. **A written plan will be required to be submitted before approval will be given.**

- Sponsors must always offer all menu components in required serving sizes
- All components must be available for the entire meal service/distribution
- Prior to implementation, seek advice and approval from your field specialist

Waivers

Meal Serving Times Flexibilities - Expires September 30, 2021

Sites can operate beyond the maximum meal serving time limitations of one hour for breakfast or snack and two hours for lunch or supper. Extended meal serving times must be approved by IDOE.

- Requires prior approval
- Please list full meal service length on site information page

**Questions regarding
the use of the waivers?**

SFSP vs SSO

Each school corporation has the ability to choose which program to operate this summer.

SSO

- **Follows NSLP meal pattern**
- **Receives free NSLP reimbursement rate**
- **Different monitoring and training requirements**
- **Follows NSLP OVS rules**

SFSP

- **Follows SFSP or NSLP meal pattern**
- **Receives SFSP reimbursement rate**
- **Different monitoring and training requirements**
- **Specific SFSP OVS rules when using SFSP meal pattern**

Program Integrity

SFAs wanting to serve both bulk style meals and provide daily meal service to students on-site for learning opportunities will have to submit an integrity plan.

- **Consider staff ability to maintain program integrity when making meal service plans**
- **Children receiving meals at school should not also receive bulk meals**
- **Requests from school administration unfamiliar with SFSP regulations need to be discussed with your field specialist prior to meal service**
- **Integrity plans must be well-communicated to participant households, site staff, and volunteers and followed as written**

Meal Counting Reminders

- **Point of service meal counting is always required**
 - **No counting of trays/meals prepared/or backing out number leftover**
 - **Adult meals must be marked in the adult meal section only and never claimed for reimbursement**
- **Alternate meal count methods must be approved prior to use**
- **Integrity Plan must be followed as written**

Please update/review all site information in CNPweb about 2 weeks before you plan to start traditional summer service.

- **Community sites that will operate after the school year ends can be added now. Please contact SummerMeals@doe.in.gov to have the sites added.**
- **School site locations operating now that will NOT be operating in the summer, please update the end date to the last day of school.**
- **School site locations that WILL be operating in the summer, please extend the end date to the last day you plan to operate over the summer.**

Summer School vs Enrichment

Academic Summer School:

- Traditionally must be an open site
- Classes/attendance required to move on to the next grade level and/or a student receives academic credit upon completion

vs

Academic Enrichment:

- Can be closed enrolled
- Classes and activities optional nor does a student receive academic credit toward their GPA

Set-up Changes

Home Delivery Routes (door to door service) will be put into CNPweb as one site for all stops.

- **Only for meals delivered to home addresses!**
- **Prior permission from households is required**

Mobile Route meal service will be put into CNPweb according to USDA regulations.

- **Each stop is listed as a separate site**
- **Monitoring waiver is available for sites serviced by same staff**

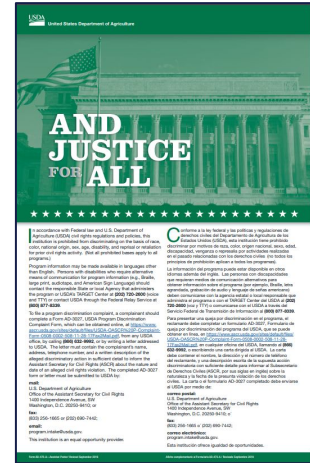
Document Updates

All sponsors must inform the local health department of updated operational changes from the school year.

- **Keep copies of notifications and inspections on file**
- **Update all sites and production kitchen locations**
- **Work with health department for best practices in food safety**
- **Review any meal distribution process for approval**

Civil Rights


- Annual Training must include Civil Rights
 - One person is required to complete the online training and train all other staff and volunteers
- The green “And Justice For All” poster must be visible at each meal service location.
 - Please use the order form on the Civil Rights webpage to order additional posters
- Special Dietary needs must be provided for upon request
 - Review information on our website, discuss with field specialist if you have more questions.




Inventory Tool

Inventory and purchase tracking tool to help with financial management.

(Can be used in NSLP too!)

 *8 Fluid oz. Milk Monthly Purchases				
Site Name:		Month & Year:		
Vendor	Invoice #	Date	# of 8 oz. serving	Invoice total
Example: Deans	3721368	6/1/2020	2,400.00	\$552.00
<div style="border: 1px solid black; padding: 5px;"> <p>Instructions:</p> <p>Column B- Enter name of Vendor</p> <p>Column C- Enter invoice #</p> <p>Column D- Enter date of invoice</p> <p>Column E- Enter the # of 8 oz. servings for that invoice</p> <p>Column F- Enter the invoice total</p> <p><i>Milk Container 8 fluid oz. conversion chart</i></p> <p>1 gallon= 16 eight fluid oz. servings</p> <p>1/2 gallon= 8 eight fluid oz. servings</p> <p>*Milk used for cooking purposes MUST be entered under the "Food & Supply Purchases" Tab</p> </div>				

 End Of Month Inventory Summary																																															
<p>Instructions:</p> <p>Beginning Inventory will need to be manually entered in line 8, column E from the prior month's inventory records. This amount is the ending inventory value from line 19, column E.</p> <p>All other amounts will populate from the data entered on the tabs in this workbook. If you run into an error, please reach out to your field specialist.</p>																																															
Site Name:		Date:																																													
<table border="1"> <tr> <td>Beginning Inventory</td> <td></td> <td>\$</td> <td>-</td> </tr> <tr> <td>Total Milk Purchases</td> <td>+</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Total Food & Supply Purchases</td> <td>+</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Total Transfers</td> <td>+</td> <td></td> <td>\$0.00</td> </tr> <tr> <td colspan="4">End of Month Inventory Totals</td> </tr> <tr> <td>Milk</td> <td>-</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Diverted USDA Foods</td> <td>-</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>USDA & Purchased Food</td> <td>-</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Supplies</td> <td>-</td> <td></td> <td>\$0.00</td> </tr> <tr> <td colspan="4">Ending Inventory Value</td> </tr> <tr> <td></td> <td></td> <td></td> <td>\$0.00</td> </tr> </table>				Beginning Inventory		\$	-	Total Milk Purchases	+		\$0.00	Total Food & Supply Purchases	+		\$0.00	Total Transfers	+		\$0.00	End of Month Inventory Totals				Milk	-		\$0.00	Diverted USDA Foods	-		\$0.00	USDA & Purchased Food	-		\$0.00	Supplies	-		\$0.00	Ending Inventory Value							\$0.00
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Website Refresh

Look here first!



Important Announcements:

- 2021 Annual Sponsor Training – COMING SOON!
- [2021 Sponsor Round-table Sessions](#)
- [SFSP Introduction Presentation](#)
- [Golden Delicious Apple Award Winners](#)
- [2021 Media Release](#)

The Summer Food Service Program for Children (SFSP) was created to serve nutritious meals to children when National School Lunch and School Breakfast Program meals are not available. To ensure all children receive proper nutrition throughout the year, SFSP reimburses organizations that prepare and serve meals to eligible children during the summer and school vacation periods.



[CLICK HERE FOR MEAL SITE INFORMATION](#)

Open Site
information for
public access

Organized by
sponsor type!

[CNPweb](#)



[SFSP
Newsletters](#)

[COVID-19 Pandemic
Resources for Sponsors](#)

[SFSP Learn More
\(How to Apply\)](#)

[Public and Private
School Food Authorities](#)

[Government
Sponsors](#)

[Private Non-Profit
Organizations](#)

[Day & Residential Camps, Migrant,
NYSP, Upward Bound Programs](#)

Resources

<https://www.doe.in.gov/nutrition/public-and-private-school-food-authorities>

Meal Pattern

Nutrition Guidance Manual

Meal Count Forms

Monitoring Forms

Inventory Tracking Tool

Public and Private School Food Authorities

Posted: Tue, 03/30/2021 - 11:43am

Updated: Tue, 03/30/2021 - 11:43am

↓ [Meal Pattern & Menu Planning](#)

↓ [Civil Rights](#)

↓ [Daily Meal Count Forms](#)

↓ [Sponsor Monitoring](#)

↓ [Sponsor Inventory Requirement](#)

↓ [Farm to Summer](#)

↓ [Other Resources](#)

Marketing

This institution is an equal opportunity provider.

IDOE encourages the use of social media platforms as a way to both market and communicate with households

Valparaiso Community Schools
17 April 2020

Today is meal distribution day! Children 18 & under can receive 10 free meals, including 5 breakfasts & 5 lunches, every Friday at VHS from 11:00 a.m. to 1:00 p.m. Remember to enter the high school's parking lot through the Vale Park Road entrance only. More info can be found here: <https://www.valpo.k12.in.us/apps/pages/meals>

Free Meals for Kids

Every Friday
11:00 a.m. - 1:00 p.m.
Valparaiso High School
2727 Campbell Street

SCH Department of Food & Nutrition
6 April at 11:31

Due to Spring Break wrapping up yesterday there was no curbside meal service - so there WILL be curbside meal service today at Edison, Lincoln, and Morton Elementary.

Curbside Meal Service

TODAY from 10:45-12:15

ONLY at

Edison Elementary (Door B)

Lincoln Elementary (Door C)

Morton Elementary (Door C)

New Castle Food Service Department
27 March at 14:58

We included instant mashed potatoes in most of our bags. Here are the instructions in case you can't find them online.

MASHED POTATO INSTRUCTIONS

INGREDIENTS NEEDED:

PACKAGE OF POTATO PEARLS
3/4 CUP WATER
SALT & PEPPER TO TASTE
BUTTER OR MARGARINE TO TASTE

DIRECTIONS

POUR POTATO PEARLS IN A BOWL OR LARGE MUG
NEXT STEP ASK FOR AN ADULT'S HELP
HEAT WATER TO A BOIL ALMOST A BOIL EITHER IN THE MICROWAVE OR ON THE STOVE TOP

Danville Community School Corporation
23 February

Did you know that we serve over 1,600 meals each day? We also use over \$100,000 of food provided by the USDA each year that is strictly provided by American farmers. Public schools play an important role in their communities!

We ❤️ Danville! What do you think makes Danville so special? Share with us below!
#PublicSchoolWeek #PublicSchoolProud #K12cproud





Questions?

Menu quality

-

Photo Credit: Hagerstown Elementary

Best Practice Sharing

Bulk Meal Service

- How do you ensure a parent or guardian is picking up meals for a child and not a random adult?
- Do you have any tips for keeping the line moving in drive through meal pick up?
- What traffic flow has worked best for your meal service?



Photo Credit: Elkhart Community Schools

Photo Credit: Avon Community Schools

Best Practice Sharing

Assembly Line/Packaging

- How have you set up your meal assembly to be most cost effective?
- Do you have any time saving tips?
- How do you keep food looking fresh when packaged?
- Have you found the best way to package a lot of meals in one bag/box/container?



Photo Credit: New Castle Community Schools

Thank You.

**Please contact your Field Specialist if
you have additional questions or email
SummerMeals@doe.in.gov**

